

Employment Opportunity
CITY OF CHULA VISTA
School Site Coordinator

(Unclassified/Part-time)

Recruitment Number: 01502

Salary: \$15.74 hourly

This is a part-time position working 5.5 hours per school day. Position will receive pro-rated benefits. The City contributes the employee's share (7%) to PERS retirement. Salary increase schedules are as follows: January 1, 201 – 5% of base.

The "STRETCH" Program (STRETCH – Safe Time for Recreation, Enrichment and Tutoring for Children) is an Extended School Day Arts, Literacy and Recreation program which is offered at various elementary school sites through a partnership between the City of Chula Vista and the Chula Vista Elementary School District. The School Site Coordinator position coordinates and supervises STRETCH programming at an individual school site, and acts as the key liaison between school administrators and staff and STRETCH program staff and volunteers. This position reports to the City's Educational Services Manager.

DUTIES: The School Site Coordinator is responsible for the planning and implementation of after school enrichment programming for elementary school children with a primary focus on literacy and the arts; overall instruction, management and supervision of school site students; scheduling and supervising Youth Leaders, parent and community volunteers; ensuring that safety procedures are met; maintaining appropriate administrative and students records; communicating the goals and objectives of the STRETCH program to school staff and parents; establishing and maintaining positive, cooperative working relations with school personnel, parents, school site councils, local youth agencies, library and recreation department staff and others; selecting and preparing requisitions for necessary program supplies; monitoring and maintaining appropriate records of STRETCH site budget; scheduling and coordinating specialty classes led by independent contractor instructors; collecting and depositing monies; and performing other duties as assigned.

DESIRABLE QUALIFICATIONS:

Education, Training and Experience – Any combination equivalent to the completion of one year of college (30 units) and a minimum of 18 months experience in instruction, supervision and limit setting of school age children. Candidates without college course work should have a minimum of 30 months related work experience and may be required to pass the Instructional Assistant Proficiency Test offered by the Chula Vista Elementary School District. Basic CPR and American Red Cross First Aid Certification must be attained within 30 days of employment. Oral fluency in Spanish and staff supervisory experience are **highly desirable**.

Knowledge, Skills and Abilities – Ability to read and write and perform basic mathematics; ability to follow written and oral instructions; ability to communicate and work effectively with children, parents, school staff city staff, community organizations, and the public; excellent organizational skills; ability to schedule and coordinate multiple programming and activities for elementary school children; ability to direct, lead, support and discipline staff; ability to enforce safety standards with staff, volunteers and student participants, and to act swiftly in emergency situations.

ESSENTIAL DUTIES: Candidates for this position must be able to do the following: read, write, speak and understand the English language; communicate and interact positively and effectively with children and adults; visually supervise participants and staff in large indoor and outdoor areas under mixed lighting conditions; ability to respond to and communicate with participants and staff in large indoor and outdoor areas under noisy conditions; physical ability to lead and interact safely with children in active recreation, games and group activities; complete handwritten forms, reports and statistical information; ability to monitor facilities inside and out on a continual basis; ability to lift and carry recreation and instructional supplies and other materials weighing up to 40 pounds; stand, bend, stoop, push/pull, twist at the waist, squat, and kneel.

NOTE: Successful completion of a background investigation, including fingerprinting and a negative test for TB, will be required prior to reporting for work

APPLICATION PROCESS: APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS. The City of Chula Vista, Human Resources Dept. is located at 276 Fourth Ave., Chula Vista, and is open between the hours of 8:00a.m. - 5:00 p.m., Monday through Friday. Phone: (619) 691-5096.

An Equal Opportunity Employer

Staff Assigned: Lisa Torres (619) 409-5923, Revised 01-14-02

www.ci.chula-vista.ca.us, Job Hotline: (619) 691-5095